

January 19, 2010

Dear Continuing Education Vendor:

I have some exciting news! The Administrator Certification Section (ACS) of the Community Care Licensing Division (CCLD), the University of California at San Francisco (UCSF), and the California Healthcare Foundation (CHCF) are collaborating on a project to provide valuable information to consumers regarding the services and amenities that licensed Residential Care for the Elderly Facilities (RCFE) provide. The consumer information will supplement the standard licensing information (i.e. license status, facility capacity, fire clearance, waivers, etc.) and assist the public in the search for placement options for their loved ones via the web.

A critical component in this project is to train licensees and administrators in how to access and use the MyCCLD website at www.MyCCLD.gov and how to complete the online questionnaire. In addition, this training could educate licensee and administrators on the other important elements of the CCLD website.

If you are interested in providing training to RCFE administrators and RCFE licensees, I encourage you to contact Cristina Flores at Cristina.Flores@ucsf.edu or by phone at (650) 483-1202 to get information on how to access the test version of the MyCCLD website, which has a sample facility questionnaire.

To participate in this training, the vendor would submit a Lic 9140, Request for Course Approval and the 2 hours course curriculum that ACS has developed. (Yes, we have done all of the course development work for the vendor.) The course content will cover the following areas for RCFE facilities:

- Registering as licensees on MyCCL
- Completing the 10 page online Facility Questionnaire
- Developing an effective Program Statement
- Uploading 4 to 6 pictures of the facility
- Uploading a copy of the current facility admission agreement
- Preparing a description of the facility's pricing system
- Providing facility Name(s) & Licensee Number(s) for other facilities owned in California, if applicable
- Making some updates to facility information

We would like continuing education vendors to offer this training starting in March 2010 and have scheduled conference calls on February 3, 2010 to review and to walk you through the project. You will need an access code to participate in this conference call.

Once the project is completed, the California Healthcare Foundation will maintain the *Residential Care Facility for the Elderly (RCFE) Consumer Information Website*. This consumer website may become a valuable marketing tool for providers and an important resource for people as they consider placement options for themselves or their loved ones.

If you are interested in participating in this project and providing this training, please contact me at (916) 324-4318 or Charles.Boatman@dss.ca.gov by January 25, 2010 so that we can sign you up.

Sincerely,

Original signed by Charles Boatman

Charles Boatman, Manager
Administrator Certification Section